



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSISTANT CHIEF COUNSEL**

**\$8,930 - \$10,344**

**HEALTH POLICY APPROVAL BUREAU  
SACRAMENTO/SAN FRANCISCO**

**RESPONSIBILITIES:** Under the general direction of the General Counsel and Deputy General Counsel, the Assistant Chief Counsel will supervise the Health Policy Approval Bureau. The Assistant Chief Counsel is responsible for overseeing review and processing of policy submissions and overall management of the Health Policy Approval Bureau. The Assistant Chief Counsel will also oversee legal services associated with the administration of the California Insurance Code related to complex and precedent-setting health insurance policy filings, health insurance and other related statutes and regulations; legislation; rulemaking; contracts; the preparation of legal opinions; and will administer sensitive policy determinations, advise the General Counsel and the Insurance Commissioner regarding health insurance regulatory issues that may establish or affect department policy on matters within the bureau's area of responsibility and consult with the bureaus affected; confer and correspond with departmental administrative staff, legislators, insurers, licensees, outside counsel and members of the public, as appropriate. The Assistant Chief Counsel will coordinate bureau related issues and work assignments with the General Counsel, the Deputy Commissioner for Health Policy and Reform, the Deputy General Counsel, and the Policy Approval Bureau Assistant Chief Counsel.

### **DESIRABLE QUALIFICATIONS:**

- Ability to effectively supervise and motivate staff with large caseloads
- Ability to oversee the development, implementation and administration of the department's legal activities
- Ability to work independently with minimal supervision as well as a member of a team
- Experience in regulating insurance or in application of insurance laws
- Experience in regulating health insurance or in application of health insurance laws
- Possess excellent interpersonal and communication skills
- Ability to handle multiple assignments efficiently, including legal research, project oversight and bureau administration

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Assistant Chief Counsel level, those within transfer range, or individuals who have list eligibility. Training and Development

03/12/14 MF

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard State Application STD 678 to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Assistant Chief Counsel, PSN # 413-200-5871-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3309 or email [Maria.Fuentes@insurance.ca.gov](mailto:Maria.Fuentes@insurance.ca.gov).

**FINAL FILING DATE:** Wednesday, March 19, 2014 – Close of Business

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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